

MINUTES OF MIDWAY TOWN COUNCIL REGULAR MEETING HELD ON JUNE 7, 2021 AT 7:00 P.M. IN THE COUNCIL CHAMBER AT MIDWAY TOWN HALL, 426 GUMTREE ROAD, MIDWAY, NORTH CAROLINA

CALL TO ORDER

Mayor John Byrum called the meeting to order and welcomed everyone present.

Councilor Keith Leonard gave the invocation and led in the Pledge of Allegiance prior to the opening gavel.

Councilors present were: John Byrum, Jackie Edwards, Keith Leonard, Mike McAlpine, Berkley Alcorn, and Robin Moon. Absent: None. Town Manager Tammy Michael, Town Clerk Linda Hunt, Deputy Clerk Tammy Robertson, and Town Attorney Jim Lanik were present.

Each Councilor had been furnished an agenda prior to the meeting.

No members of the press were in attendance.

APPROVAL OF MINUTES

On motion by Councilor Jackie Edwards, seconded by Councilor Robin Moon, Council voted unanimously to approve the minutes of the April 22, 2021 Town Council Budget Workshop as presented.

On motion by Mayor Pro Tem Mike McAlpine, seconded by Councilor Keith Leonard, Council voted unanimously to approve the minutes of the May 3, 2021 Town Council Regular meeting as presented.

PUBLIC ADDRESS

Former Town of Midway Mayor Mr. George Byrum of 1170 Country Lane requested that Council consider adopting the National motto "In God We Trust" as the Town's motto and to also have the motto added to the Town's seal. Mr. Byrum stated that some states have adopted the National motto as their state motto. Mr. Byrum commended Council for choosing to have the National motto placed on the Town Hall building.

Ms. Angela Gibbons of 173 Pam Drive in Midway addressed Council regarding the ongoing solid waste violations at 154 Livengood Drive. Ms. Gibbons stated that Mr. Dustin Floyd, owner of the property, continues to haul in vehicles that are used to store solid waste from the property. Currently, there are two junked vehicles, a pickup truck, and an RV that was towed onto the property as well as other forms of metal including a stainless-steel countertop from a restaurant. The backyard is full of solid waste as well. Ms. Gibbons said this has been an issue for more than four years, and she would like an update from Council on when this problem will be resolved.

ADOPT AGENDA

On motion by Mayor Pro Tem Mike McAlpine, seconded by Councilor Jackie Edwards, Council voted unanimously to adopt the agenda as presented.

PUBLIC HEARINGS

A. PUBLIC HEARING - ADOPT BUDGET ORDINANCE FOR FISCAL YEAR 2021-2022--BUDGET ORDINANCE NO. 20-05

At the Town Council Regular meeting held on May 3, 2021, Town Manager Tammy Michael presented her budget message and proposed budget for Fiscal Year 2021-2022. The budget was developed by staff and Council from two Budget Workshops held on March 25, and April 22, 2021, after which the Town Council called for a public hearing to be held on Monday, June 7, 2021, at 7:00 p.m. at Midway Town Hall to receive citizen input on the proposed budget.

Copies of the budget were made available for review at Town Hall and on the Town's website at www.midway-nc.gov

The public hearing was advertised in *The Dispatch* on May 28, 2021 as required by law.

Mayor Byrum opened the public hearing on the proposed Town of Midway Budget Ordinance for Fiscal Year 2021-2022.

There being no one desiring to speak on the Town of Midway proposed budget for fiscal year 2021-2022, Mayor Byrum closed the public hearing.

On motion by Councilor Robin Moon, seconded by Councilor Berkley Alcorn, Council voted unanimously to adopt the Town of Midway Budget Ordinance No. 21-01 for Fiscal Year 2021- 2022 as presented.

ORDINANCE NO. 21-01
TOWN OF MIDWAY
BUDGET ORDINANCE
FISCAL YEAR JULY 1, 2021 THROUGH JUNE 30, 2022

Be it ordained by the Town Council of the Town of Midway, North Carolina, at a regular meeting on the 3rd day of May 2021 at 7:00 p.m. that the following departmental expenditures and anticipated fund revenues, together with certain restrictions are adopted.

Section I.

General Fund Appropriations

The following amounts are hereby appropriated in General Fund for operation of the Town Government and its activities for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Governing Board	\$	45,900.00
Administration		398,150.00
Public Safety		80,000.00
Public Works		2,257,600.00
Planning and Zoning		58,175.00
Cultural and Economic Development		16,000.00
Total Appropriations	\$	2,855,825.00

Section II

Anticipated General Fund Revenue

The following revenues are estimated to be available in the General Fund for the fiscal year beginning on July 1, 2021 and ending June 30, 2022.

Ad Valorem Taxes

Taxes – Ad Valorem – Current	\$	160,000.00
Taxes – Ad Valorem – Prior		5,400.00
Taxes – Ad Valorem – Motor Vehicles (DMV)		17,000.00
Penalties & Interest		1,200.00
Refunds/Discounts		-1,800.00
Sales Tax		1,100,000.00
Solid Waste Tax		3,000.00
ABC Revenue		20,000.00
Utility/Franchise Taxes		150,000.00
Investment Earnings		40,000.00
Other		0.00
Permits and Fees		0.00
Fund Balance Appropriated		1,361,025.00
Total General Fund Revenues	\$	2,855,825.00

Section III.

Ad Valorem Taxes

It is estimated that the total valuation of property for the purpose of taxation is \$335,344,882.00 and the estimated collection rate is 96%. There is hereby levied a tax at the rate of five (.05) cents per one hundred dollars (\$100) valuation of property listed for taxes as of January 1, 2021, for the purpose of raising revenues listed as “Ad Valorem Taxes – Current Year” in Section II. General Fund Revenues of this Ordinance.

Section IV.

Finance Officer Transfer Authority

The Finance Officer is hereby authorized to transfer appropriations within a fund as contained herein under the following conditions:

- a. May transfer amounts up to \$5,000 between objects of expenditures within a department or between departments of the same fund with a report being submitted at the next regularly scheduled meeting of the Town Council.
- b. May not transfer any amount between fund accounts nor from contingency appropriations without prior approval of the Town Council.
- c. That the Town Council shall receive written request for authorization of funds to other agencies.
- d. That the Finance Officer provides a monthly report of expenditures and revenues.

Section V.

Budget Ordinance Copies

Copies of the Budget Ordinance shall be furnished to the Finance Officer, the Budget Officer, and the Tax Supervisor of this Town for their direction in carrying out of their duties.

ADOPTED this the 7th day of June 2021.

B. ADOPT FEE SCHEDULE FOR PUBLIC RECORDS REQUEST

North Carolina General Statute (N.C.G.S.) 132-1 allows for any agency of North Carolina government or its subdivisions to set a nominal fee schedule for the release of public records if requested by the general public. The Town has not previously adopted a fee schedule for any public records request.

On motion by Councilor Jackie Edwards, seconded by Councilor Berkley Alcorn, Council voted unanimously to adopt the Public Records Request form and Fee Schedule for Public Records requests for the Town.

PUBLIC HEARING – ADOPTION OF MANDATED TEXT AMENDMENTS TO THE TOWN OF MIDWAY ZONING ORDINANCE NO. 17-03 TO COMPLY WITH NORTH CAROLINA GENERAL STATUTE 160D.

At the May 3, 2021 Town Council meeting, Council called for a public hearing to receive citizen input to consider mandated text amendments to the Town of Midway Zoning Ordinance No. 17-03 to comply with North Carolina General Statute (N.C.G.S.) Chapter 160D.

The Town contracted with the Piedmont Triad Regional Council (PTRC) to incorporate the new text amendment changes into the Town's Zoning and Subdivision Ordinances. In the process of reviewing the Chapter 160D Zoning Ordinance required updates, it was strongly encouraged by the PTRC for the Town to add a Development Agreement section which would establish the purpose, standards, and procedures for large-scale developments in the Town.

Town Attorney Jim Lanik stated that there are not a lot of substantial changes to the ordinances except for the possible inclusion of the addition of the development agreements if Council chooses to include them. The rest of the changes mandated by the new Chapter 160D of the N.C.G.S. basically consolidates current city and county enabling statutes for development regulations into a single unified chapter so they are consistent with each other.

Copies of the mandated text amendments to the Town of Midway Zoning Ordinance No. 17-03 to comply with North Carolina General Statute 160D were made available to review at Town Hall and on the Town's website at www.midway-nc.gov.

The Public hearing was advertised in *The Dispatch* on May 21 and May 28, 2021.

Mayor Byrum opened the public hearing.

There being no one desiring to speak on the updates to the Town's Zoning Ordinance to comply with North Carolina General Statute 160D, Mayor Byrum closed the public hearing.

On motion by Mayor Pro Tem Mike McAlpine, seconded by Councilor Keith Leonard, Council voted unanimously to adopt the Mandated Text Amendments to the Town of Midway Zoning Ordinance No. 17-03 to comply with N.C.G.S. Chapter 160D and to include the Development Agreement.

PUBLIC HEARING – ADOPTION OF MANDATED TEXT AMENDMENTS TO THE TOWN OF MIDWAY SUBDIVISION ORDINANCE NO. 18-02 TO COMPLY WITH NORTH CAROLINA GENERAL STATUTE 160D

Town Attorney Jim Lanik stated that the adoption of mandated text amendments to the Town's Subdivision Ordinance No. 18-02 to comply with N.C.G.S. 160D is only technical in nature. There are no substantive changes to the ordinance.

Copies of the mandated text amendments to the Town of Midway Subdivision Ordinance No. 18-02 to comply with North Carolina General Statute 160D were made available to review at Town Hall and on the Town's website at www.midway-nc.gov.

The public hearing was advertised in *The Dispatch* on May 21 and May 28, 2021.

Mayor Byrum opened the public hearing.

There being no one desiring to speak on the updates to the Town's subdivision ordinance to comply with North Carolina General Statute 160D, Mayor Byrum closed the public hearing.

Mr. Lanik said that depending on the final 2020 Census reports, Council and staff should consider codifying the Town's ordinances. Codification is the process of arranging laws or rules according to a system or plan. Typically, local government municipalities codify their ordinances when the population of the town reaches five thousand residents. Mr. Lanik stated that now would be a good time to start working on the formatting of the ordinances in preparation for codification.

On motion by Councilor Robin Moon, seconded by Councilor Berkley Alcorn, Council voted unanimously to adopt the Mandated Text Amendments to the Town of Midway Subdivision Ordinance No. 18-02 to comply with N.C.G.S. Chapter 160D.

CALL FOR PUBLIC HEARING – ADOPTION OF COMPREHENSIVE LAND USE PLAN UPDATE – JASON EPLEY – BENCHMARK CMR, INC.

At the Town Council Regular meeting held on February 3, 2020, Council approved a contract with Benchmark CMR, Inc. to update the Town's current 2010-2020 Land Use Plan for the next ten years. The Comprehensive Plan is used as the basis for all land use and zoning decisions that come before the Planning Board and Town Council. The plan was developed over a twelve-month period from May 2020 to May 2021. During the process, meetings were held with the Planning Board, the Town Council, and the community to develop the plan. The process included the following major phases:

- Phase One – Background Research
- Phase Two – Visioning and Development of Core Principles
- Phase Three – Objective and Strategy Development
- Phase Four – Draft Plan Development and Review
- Phase Six – Adoption Process

Midway's plan for the future is based on four core principles established through community input which includes:

- Midway as a place for commerce
- Midway as a place for recreation
- Midway as a place of mobility
- Midway as a place that values character

Mr. Epley stated that from the community survey results, there is a strong focus on commerce ensuring that Midway becomes a viable place to conduct business in the future. Midway is also a place for recreation stating that the new town park has become a community asset.

Town Manager Tammy Michael shared with Council that the Planning Board heard Benchmark's presentation of the Comprehensive Land Use Plan update at their May 25, 2021 Planning Board meeting and recommended that Council adopt the Comprehensive Land Use Plan update as presented.

On motion by Councilor Keith Leonard, seconded by Councilor Jackie Edwards, Council voted unanimously to call for a public hearing to be held on Monday, July 12, 2021, at 7:00 p.m. at Town Hall, 426 Gumtree Road, to receive citizen input regarding the adoption of the Comprehensive Land Use Plan update.

Mayor Byrum thanked Mr. Epley for all of his hard work over the past year in updating the Land Use Plan for the Town.

A complete copy of the Comprehensive Land Use Plan update can be viewed on the Town's website at www.midway-nc.gov, or can be viewed at Town Hall during regular business hours.

DISCUSSION – TOWN PARK PLAYGROUND PHASE II QUOTE – CREATIVE PLAYSCAPES, LLC

Town Council's vision for the Town Park is to have a pleasant and aesthetically pleasing playground for the Town's citizens and visitors to utilize. Phase I of the playground was opened in the summer of 2020 and is heavily used by citizens and visitors. Phase II of the playground addresses the need to provide equipment for the toddler age groups (two-five years old). The additional toddler playground, along with the original playground and walking trails, will provide those who choose to visit the park, fun ways to engage in exercise and physical fitness.

Town Staff requested a proposal from Jon Dumont, Creative Playscapes, LLC to develop and recommend equipment for the Phase II playground project. Mr. Dumont submitted a playground rendering along with the recommended equipment quotation. Also included in the proposal, is a sunshade that will aid in providing relief from the sun during the hottest times of the year.

The quotation submitted is \$160,550.00. The landscaping and concrete will be installed by the Town. There are sufficient funds budgeted in the Capital Projects FY 2021-2022 for the Phase II playground. Staff along with Mayor Pro-Tem Mike McAlpine and Councilor Jackie Edwards met with Jon Dumont and have extensively reviewed the plan submitted. Based on the general layout, equipment proposed, and surface area recommendations, Creative Landscapes has submitted a plan and equipment that will further enhance and expand the playground facilities at the Town Park.

Mrs. Michael stated that there is an eight-to ten-week lead time on all orders, and there is estimated to be a price increase on equipment within the next three weeks.

On motion by Councilor Jackie Edwards, seconded by Councilor Berkley Alcorn, Council voted unanimously to approve the Town Park Playground Phase II quote from Creative Playscapes, LLC for \$160,550.00.

Mayor Byrum thanked Mayor Pro Tem Mike McAlpine and Councilor Jackie Edwards for taking time out of their schedule to work with Mr. Dumont on the addition to the playground.

Mayor Byrum thanked Planning Board member Mr. Charles Waddell for building a ramp to the entrance of the park. The ramp is wheelchair accessible.

AUTHORIZE ACCEPTANCE OF THE AMERICAN RESCUE PLAN (ARP) FUNDS

On March 11, 2021, the federal American Rescue Plan Act of 2021 (ARP) became law, thereby, granting substantial aid to state and local governments. With respect to local governments, some monies will be distributed directly to them. Other monies will be allotted to the State for distribution to qualifying local governments. The Town of Midway qualifies for monies and is expected to receive the first round of funds by mid-June 2021. The second disbursement should be distributed within one year after the first. The monies must be used by December 31, 2024.

Town Staff has participated in two webinars offered by the NCLM and NCPRO with regards on how to establish documentation to receive the allocated funds and the purposes for which the North Carolina local governments expenditure authority. In North Carolina, local governments must have statutory authority to undertake any activity, including the receipt and expenditure of federal grant/aid monies. The fact that the federal government is providing monies either directly or indirectly to NC local governments does not, alone, give those local governments authority to spend that money. State law authorizes specifically **G.S. 160A-17.1**, which allows:

the governing body of any city or county...to make contracts for and to accept grants-in-aid and loans from the federal and State governments and their agencies for constructing, expanding, maintaining, and operating any project or facility, or performing any function, which such city and county may be authorized by general law or local act to provide or perform.

Thus, a local government has specific authority to accept ARP funds, but must spend the monies consistent with federal requirements and within the contours of state law authority. Note, also, that once grant proceeds are received by a local government, they are public funds and subject to the same budgeting, fiscal management, expenditure control, and accounting rules as all other government monies, according to the **Local Government Budget and Fiscal Control Act, G.S. Ch. 159, Art. E.**

Town Staff, under the guidance from NCLM and UNC-SOG, understands there are four different areas where funds may be expended. However, it is not relatively clear currently what qualifies as an acceptable expenditure. The spending authority is rather broad.

The Town of Midway is estimated to receive \$1,440,000.00 in ARP funds. This amount was projected in March 2021; however, this is not the final amount and Town Staff will not know the actual amount until advised by the Office of the State Controller.

Town Staff has completed and submitted the required documentation to receive the ARP funds. Mayor John E. Byrum is named as the authority to sign the contract and Tammy Michael, Town Manager is named as the principal administrator of the funds.

The funds will be deposited at Home Trust Bank in the Town of Midway's existing money market account. One of the requirements for accepting the funds, is it may not be co-mingled with the General Fund revenue accounts. With Town Council's approval, once the deposit amount is determined, Town Staff will

open a new, separate, money market account identified as ***Town of Midway – ARP Fund***. This will satisfy the requirement of not co-mingling the ARP funds with General Fund revenues.

Town Manager Tammy Michael stated that staff has four recommendations to consider:

1. Town Council adopt Resolution No. 07-21 to accept American Rescue ARP funds.
2. Town Council authorize Mayor Byrum as authority to accept ARP funds on behalf of the Town of Midway.
3. Town Council authorize Tammy Michael as administrator of the ARP funds.
4. Town Council authorize Town Staff to establish new bank account to provide strict accountability of the ARP funds.

Mrs. Michael advised Council that two motions were needed for acceptance of the ARP funds. The first would be to adopt Resolution No. 07-21 accepting the ARP funds, authorizing Mayor Byrum as authority to accept the ARP funds on behalf of the Town, and authorizing Town Manager Tammy Michael as administrator of the funds. The second motion would be to authorize Town Staff to establish a new bank account to provide strict accountability of the ARP funds.

On motion by Mayor Pro Tem Mike McAlpine, seconded by Councilor Keith Leonard, Council voted unanimously to adopt Resolution No. 07-21 accepting the ARP funds through the American Rescue Plan Act and acknowledging funds will be issued via the State of North Carolina, authorizing Mayor John Byrum as authority to accept ARP funds on behalf of the Town of Midway, and authorizing Town Manager Tammy Michael as administrator of ARP funds.

On motion by Councilor Keith Leonard, seconded by Councilor Berkley Alcorn, Council voted unanimously to authorize Town staff to establish a new bank account to provide strict accountability of the ARP funds.

RESOLUTION NO. 07-21

RESOLUTION ACCEPTING AMERICAN RESCUE PLAN ACT OF 2021 FUNDS

WHEREAS, The American Rescue Plan Act was signed into law on March 11, 2021; and

WHEREAS, the American Rescue Plan is to assist with the speeding up of the recovery from the economic and health effects from the COVID-19 pandemic and ongoing recession; and

WHEREAS, part of the American Rescue Plan provides funding aid for local governments; and

WHEREAS, revenue received under the American Rescue Plan Act will be kept in a separate fund and will not be co-mingled with other revenue; and

WHEREAS, the Town of Midway will provide to the State of North Carolina and the US Treasury any unspent balance of the funds received; and

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF MIDWAY:

- That the Town of Midway does hereby authorize the acceptance of funds through the American Rescue Plan Act and acknowledges funds will be issued via the State of North Carolina.
- Authorize Mayor Byrum as authority to accept ARP funds on behalf of the Town of Midway.
- Authorize Tammy Michael, Town Manager as administrator of ARP funds.

- The Town of Midway will substantially comply with all laws, rules, and regulations created by the North Carolina General Assembly and the US Treasury Department to receive funds under the Act.

Adopted the 7th day of June 2021.

DISCUSSION – NCDOT BRIDGE NO. 115 REPLACEMENT SR 1711-GUMTREE ROAD WBS# 45721.2.1 AMENDED OFFER – RESOLUTION NO. 08-21

The North Carolina Department of Transportation (NCDOT) has recently approved plans for the above identified project WBS# 45721.2.1 which encompasses the replacement of the existing railroad bridge. The purpose of this project will correct safety issues and bridge replacement, drainage, and paving. The plans will directly impact property owned by the Town of Midway. **The amended offer for TIP/Parcel No. B-5765/012 now includes acquisition of right of way, permanent utility easement and temporary construction easement.**

On May 24, 2021, Deneca Russell with the NCDOT, advised Mayor Byrum and Town Staff, the Temporary Construction Easement (TCE) was erroneously omitted from the original NCDOT offer of acquisition to purchase Right of Way property and Public Utility Easement. Ms. Russell has submitted an amended agreement which includes the Right of Way, Public Utility Easement, and the Temporary Construction Easement. The amount of property associated with the Temporary Construction Easement is 1/1000 (0.0001) of an acre with a value of \$25.00.

The amended offer is detailed as, Right of Way \$2,425.00, Permanent Easements (Public Utility Easements) \$50.00, and Temporary Construction Easement \$25.00. The total offer is \$2,500.00.

The original offer in the amount of \$125.00 for TIP/Parcel No. B-5765-014 Permanent Easements acquired did not change.

The total amount offered by NCDOT for right of way and easement acquisitions is \$2,625.00.

On motion by Councilor Robin Moon, seconded by Mayor Pro Tem Mike McAlpine, Council voted unanimously to adopt Resolution No. 08-21 accepting the amended offer from NCDOT to purchase Right of Way (0.198 acres) in the amount of \$2,425.00, a Permanent Utility Easement (0.004 acres) in the amount of \$50.00, a Temporary Construction Easement in the amount of \$25.00 (0.0001 acres), and a Permanent Utility Easement (0.009 acres) in the amount of \$125.00 for a total amount of \$2,625.00.

RESOLUTION NO. 08-21

A RESOLUTION CONSENTING TO THE SALE OF RIGHT OF WAY, PERMANENT PUBLIC UTILITY EASEMENT, AND TEMPORARY CONSTRUCTION EASEMENT FOR BRIDGE NO, 115 REPLACEMENT, STATE ROAD 1711-GUMTREE ROAD, WBS#45721.2.1

WHEREAS, The Town of Midway, as owner of the above listed property, which is located along or near State Road 1711-Gumtree Road; and

WHEREAS, the North Carolina Department of Transportation has declared its intention to replace Bridge No. 115, SR 1711-Gumtree Road, WBS#45721.2.1 which encompasses the replacement of the existing railroad bridge; and

WHEREAS, the North Carolina Department of Transportation will need to purchase right of way, permanent public utility easement, and temporary construction easement from the Town of Midway for the replacement of the bridge; and

WHEREAS, the North Carolina Department of Transportation has made an acceptable Amended Offer to Purchase the Right of Way (0.198 acres) in the amount of \$2,425.00, a Permanent Utility Easement (0.004 acres) in the amount of \$50.00, and a Temporary Construction Easement in the amount of \$25.00 (0.0001 acres) for a total amount of \$2,500.00 for TIP/Parcel No. B-5765/012; and

WHEREAS, the North Carolina Department of Transportation has made an acceptable Offer to Purchase a Permanent Utility Easement (0.009 acres) in the amount of \$125.00 for TIP/Parcel No. B-5765/014.

NOW, THEREFORE, BE IT RESOLVED THAT: the Town Council on behalf of the Town of Midway, North Carolina, after due consideration and deliberation, does hereby approve and accept the Amended Offer to Purchase Right of Way, Permanent Utility Easement, and Temporary Construction Easement for TIP/Parcel No. B-5765/012 in the amount of \$2,550 and the Offer to Purchase the Permanent Utility Easement in the amount of \$125.00 for TIP/Parcel No. B-5765/014.

Adopted this 7th day of June 2021.

TOWN MANAGER'S REPORTS

MONTHLY FINANCIAL REPORT

Town Manager Tammy Michael provided Council with monthly financial reports for May 2021 as follows:

MAY 31, 2021		
Total Income	\$ 1,607,883	113.5 % of overall budget
Total Expenses	\$ 903,678	63.8 % of overall budget

For information only.

REMINDER: NEXT TOWN COUNCIL MEETING WILL BE HELD ON JULY 12, 2021

Due to the Independence Day holiday falling on Monday July 5, 2021, the next Town Council meeting will be held on Monday, July 12, 2021.

RECESS TO CLOSED SESSION

On motion by Councilor Jackie Edwards, seconded by Councilor Keith Leonard, Council voted unanimously to recess to closed session in accordance with N.C.G.S. 143-318.11(a)(6) to discuss matters pertaining to personnel.

Mayor Byrum called for a five-minute recess.

RECONVENE TO OPEN SESSION

On motion by Mayor Pro Tem Mike McAlpine, seconded by Councilor Keith Leonard, Council voted unanimously to reconvene to open session.

ADJOURNMENT

On motion by Councilor Robin Moon, seconded by Councilor Jackie Edwards, Council voted unanimously to adjourn the meeting at 8:43 p.m.

John E. Byrum, Mayor

Tammy H. Robertson, Deputy Clerk